

MOBILE COUNTY COMMISSION

205 Government Street 8TH Fl South
Mobile, Alabama 36644

BID INVITATION

NO. 121-15

AUGUST 14, 2015

In accordance with General Act No. 217, Special Session 1967, notice is hereby given that the Mobile County Commission, Mobile, Alabama, will receive bids on the following items:

ANNUAL STRIPPING AND WAXING OF FLOORS AT THE STRICKLAND YOUTH CENTER AS PER ATTACHED SPECIFICATIONS:

NOTE: PRICES MUST REMAIN FIRM FROM OCTOBER 1, 2015 THROUGH SEPTEMBER 30, 2016.

Any questions or comments concerning the bid requirements must be brought to the attention of Susan Holland, Purchasing Agent, 251-574-8613, 205 Government St. 8th fl S., Mobile, Alabama 36644, to or at bid opening or will be forever waived.

All bidders shall furnish a five percent (5%) bid bond on any contract exceeding \$15,000: provided that bonding is available for services, equipment or materials. Bid bond will be accepted in the form of a certified check, cashier's check, postal money order, etc. Out of State Corporations shall furnish a Certificate of Authority to transact business in the State of Alabama. Out of State limited liability companies shall provide proof of registration to transact business in this state. Alabama law requires that a successful bidder, if it has employees in the State of Alabama, provide proof of enrollment in E-Verify prior to the award of a contract. (See enclosed notice which must be completed, signed and returned with your bid.)

If applicable to a contract resulting from this invitation, the successful bidder must comply with the Contractor Felony Investigation Policy, available in the Purchasing Department or at mobilecountyal.gov.

This inquiry is to establish a price and a source of supply for the above listed items by Mobile County Commission and the incorporated areas therein. Purchases by political subdivisions are optional with those agencies.

THE MOBILE COUNTY COMMISSION DOES NOT DISCRIMINATE ON THE BASIS OF RACE, AGE, SEX, NATIONAL ORIGIN, RELIGION, OR DISABILITIES.

F.O.B. Mobile DATE OF DELIVERY _____ TERMS _____ You are invited to bid on the above specifications. The restrictions contained herein are for the purpose of fixing a quality level, and any deviation therefrom must, in detail establish that it meets the quality requirements.

BIDS WILL BE RECEIVED UNTIL 10:00 A.M. SEPTEMBER 9, 2015.

ALL BIDS MUST BE SEALED, THE WORD "BID", THE BID NUMBER AND THE NAME OF THE ITEM MARKED ON THE OUTSIDE OF THE ENVELOPE. BIDS WILL BE RECEIVED BY THE RECEPTIONIST IN THE OFFICE OF THE COUNTY COMMISSION ADMINISTRATOR, 205 GOVERNMENT STREET ON THE EIGHTH FLOOR OF THE MOBILE COUNTY GOVERNMENT PLAZA. FAILURE TO OBSERVE THE ABOVE INSTRUCTIONS WILL CONSTITUTE GROUNDS FOR REJECTION OF YOUR BID. THE COMMISSION RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS.

MOBILE COUNTY COMMISSION



JOHN PAFENBACH, COUNTY ADMINISTRATOR

We propose to meet the above specifications for the sum

of \$ _____ MONTHLY, \$ _____ INITIAL.

Delivery can be made in _____ days from receipt of award.

RESPECTFULLY

BY _____

IMPORTANT

**THIS DOCUMENT MUST BE COMPLETED, SIGNED AND RETURNED
WITH YOUR BID**

As a condition for the award of a competitively bid contract to a company having one or more employees in the State of Alabama, the Beason-Hammon Alabama Taxpayer Citizenship and Protection Act, codified at Section 31-13-1, et seq., Code of Alabama (1975), as amended, requires that the company provide, in advance, proof of enrollment in E-Verify. E-Verify is an internet based system operated by the U.S. Department of Homeland Security, which may be used to determine the eligibility of new hires to work in the United States. Further information about enrollment in E-Verify may be found at www.uscis.gov/everify and www.Verify.Alabama.gov.

As proof of enrollment in E-Verify, Mobile County requires a copy of the electronically signed signature page of the contractor's Memorandum of Understanding with the U.S. Department of Homeland Security or Alabama Department of Homeland Security (contractors having fewer than 25 employees may enroll in E-Verify through the state Department of Homeland Security).

Please complete the following and return with your bid:

_____ (company name) has no employees in
the State of Alabama

Or

_____ (company name) is enrolled in E-
Verify and a copy of the electronically signed signature page of
the company's Memorandum of Understanding is attached.

Date Signature Title

SAMPLE



Company ID Number: 477783

To be accepted as a participant in E-Verify, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 888-464-4218.

Employer Mobile County Commission

Connie Hudson

Name (Please Type or Print)

Title

Electronically Signed

12/21/2011

Signature

Date

Department of Homeland Security – Verification Division

USCIS Verification Division

Name (Please Type or Print)

Title

Electronically Signed

12/21/2011

Signature

Date

Information Required for the E-Verify Program

Information relating to your Company:

Company Name: **Mobile County Commission**

Company Facility Address: **205 Government Street**

8th Floor South Tower

Mobile, AL 36644

Company Alternate
Address:

County or Parish: **MOBILE**

Employer Identification
Number: **636001644**

MOBILE COUNTY COMMISSION

BID FORM

Date: _____

BID #121-15

ANNUAL STRIPPING AND WAXING OF FLOORS AT THE STRICKLAND YOUTH CENTER:

Company _____

Company Representative _____
(Print)

Title _____

Company Representative _____
Signature

Address _____

Phone number () _____

Fax number () _____

Federal ID Number _____

Email Address _____

Web Address _____

Stripping and Waxing of Floors at the Strickland Youth Center

1. Building maintenance services are to be performed Saturday or Sunday and Wednesday, except on County holidays.

Work is to be performed as follows:

- Strickland Youth Center – 2315 Costarides Street, Mobile, AL 36617 – services to be rendered between the hours of 7:00PM and 10:00PM
 - One initial stripping and waxing annually
 - Monthly maintenance two (2) times per week
 - (Saturday or Sunday noon – 10:00PM)
 - (Wednesday 7:00PM – 10:00PM)
2. Square footage:
 - a. 6550 square feet
 3. Contractor will provide all cleaning equipment, supplies for that equipment, labor and supervision necessary to perform the services.
 4. County will provide cleaning supplies
 5. Contractor shall provide insurance coverage as set forth below, and deliver to the County of Mobile certificates of insurance upon request:
 - a. Statutory Workmen's Compensation
 - b. Comprehensive Liability
 - i. Bodily injury – limits of \$200,000 per person and \$500,000 per occurrence.
 - ii. Property damage – limits of \$100,000.
 - c. Fidelity Bond of \$10,000.
 - d. Automobile liability for owned, non-owned and hired vehicles – limits of \$250,000/\$500,000 bodily injury and \$100,000 property damage or \$300,000 single limit aggregate;
 6. Contractor will bill monthly for services rendered the preceding month.
 7. No change orders will be authorized once contract has been awarded.
 8. **The Mobile County Commission reserves the option to extend the contract.**
 9. Cancellation procedure: The vendor will be notified in writing of any problems pertaining to the performance of the specifications. This notification will be written by the person in charge of the location specified in the contract. If no satisfactory corrections are made by the vendor within two (2) weeks, the County of Mobile may upon notification by the department specified in the contract, cancel the contract immediately. If terminated, you will be removed from the bid list the following year. The vendor may cancel the contract by giving the Mobile County Commission no less than thirty (30) days (including Saturday, Sunday and official County of Mobile

holidays) notice of intent to conceal the contract. The vendor must also forfeit fifty percent (50%) of the charge for services for his last complete month of service. In the event of cancellation by either party, proration of the janitorial charge will be based on a thirty (30) day month.

10. Each building to be bid "as is".
11. The successful bidder hereby agrees, by accepting this contract, to indemnify and save harmless the Mobile County Commission, Strickland Youth Center, damage, claims, suits or actions of every name and description and any expenses incurred in connection with any act or omission of service, its officers, agents, servants or employees, arising from or growing out of Service's operations under this agreement. Service shall further be liable to the County for any damage to property of the County for any damage to property of the County arising from acts or omissions on the part of Service, its officers, agents, servants or employees.
12. **Service employees are required to wear a uniform or some type garment that will identify employees working for the company while on the premises.**
13. Awarded vendor must have a local office and contact.
14. The Mobile County Commission reserves the option to extend this contract for two (2) additional years in one year increments.
15. **A mandatory pre-bid conference will be held at the Strickland Youth Center on August 26, 2015, 10:00 a.m.**

For questions please contact:

Geoff Tynan 251-574-5274

Scope of Services

As previously indicated, this contract will be for all task involved in the stripping and waxing of approximately 6,500 square feet of vinyl composite floor tile at Strickland Youth Center. The bid will include stripping all old floor finish from tile floors, cleanup all stripper materials or any existing stripping materials that may have been splashed onto or soiled any and all corners, baseboards, doors and other fixtures. The bid will include cleaning, buffing and maintaining all floors after stripping and waxing. The bid will also include applying four (4) coats of floor finish approved by the Building Supervisor. All doorways and other openings to offices or other rooms that are not to be stripped and waxed will be taped or other measures used to prevent the stripping liquid from flowing under the door or through other openings into offices or rooms that are not being stripped and waxed.

Work Requirements

- A. Work and clean up shall be accomplished in such a manner as to not damage or soil other floors, walls or furniture. If damage occurs, the contractor will be responsible for clean up and/or repair of all damages.
- B. The successful bidder shall be responsible for the coordination of all work.
- C. The successful bidder shall have competent personnel at all times. All personnel must remain in the designated work area, and stay out of all offices and other areas where work is not being performed. The successful bidder must be able to communicate effectively with County personnel.
- D. The successful bidder shall comply with all applicable, State and Federal rules and regulations, including safety, materials, and chemicals, while working on County property.

Bidders Understanding of Requirements

It is the responsibility of the bidder to inquire about and to clarify any requirements of the Invitation to Bid, which he or she does not understand. The bidder may inquire at the mandatory pre-bid conference, in writing, by telephone or via email.

sholland@mobile-county.net

geoff.tynan@alacourt.gov